

Sally - File with Operating  
Procedure Memo  
2-1552

17 March 1972

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Support  
Deputy Director for Science and Technology

SUBJECT : Official Entertainment in the Executive  
Dining Room

REFERENCES : (a) Memo dtd 29 June 1963 to ExDir from  
DDCI, Subject: Delegation of Authority  
(b) Memo dtd 10 April 1967 to Deputy Directors  
and Heads of Independent Offices, Subject:  
Official Entertainment in the Executive Dining  
Room

1. A few months ago the suggestion was made that authority to submit vouchers for official entertainment be delegated to the Office Head level. The Executive Director reviewed official entertainment for the past three years and found that, while it appears we have not abused these privileges, we do indeed have unique authorities which require diligent care.

2. The basic policy on this matter [ ] is that expenses incurred in the entertainment of officers or employees of the U.S. Government require approval by the Director or a single senior official designated such authority. Per reference (a) this authority was delegated to the Executive Director. Reference (b) stipulates that official entertainment in the Executive Dining Room must be hosted personally by a Deputy Director or Head of an Independent Office, or by his deputy when directed. However, on many occasions we have allowed such expenses to be charged to the Imprest Fund even though these senior officers did not act as host. I do not consider this to be an undue abuse of these privileges.

3. The Imprest Fund may be charged the full cost of a function, including the meals served Agency personnel, when the purpose is to entertain a foreign official or a non-U.S. Government personality.

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When the participants are all U. S. Government personnel and the purpose of the entertainment is official, the cost associated with the non-Agency guests may be charged to the Imprest Fund, but Agency personnel will be billed for their costs. Exceptions to these policies may be requested by citing the details and justification on the voucher (attached) or by separate memorandum.

4. I have no objections to your delegating to a single senior officer your authority to submit such vouchers. If you elect to delegate this authority to a senior officer, please provide his name and title to the Chief, Logistics Services Division, Office of Logistics, through this office. Since the burden is a limited one, I would expect Heads of Independent Offices to continue personally to retain this authority.

5. To facilitate billing procedures, Deputy Directors and Heads of Independent Offices are requested to submit their vouchers promptly after each event rather than combining several events on one monthly voucher, as now practiced. The voucher should be similar in form and detail to that attached.



W. E. Colby

Executive Director-Comptroller

Attachment

cc: D/DCI/IC  
Director of National Estimates  
General Counsel  
Legislative Counsel  
Inspector General  
USIB/S  
Director/PPB  
SAVA  
Assistant to the Director  
C/Historical Staff  
Director of Finance  
AO/DCI  
Executive Dining Room Office

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29 November 1973

OPERATING INSTRUCTION No. 6

STAT  
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There is a need to keep ICS senior officers advised of each others' scheduled appointments. To facilitate sharing this information, the attached form is suggested for use by the Group Chiefs. This form is to be completed by c.o.b. each day and provided to [redacted] office by 5:00 p.m. The following morning a combined schedule, including General Graham's, [redacted] appointments will be distributed.



PD/DCI/IC

Attachment

As mentioned

Distribution:

All Group Chiefs  
IC Registry  
D/DCI/IC  
AD/DCI/IC  
✓ PD/DCI/IC subj.

STAT

Date \_\_\_\_\_

\* Place name of Group here

8:00 \_\_\_\_\_

8:30 \_\_\_\_\_

9:00 \_\_\_\_\_

9:30 \_\_\_\_\_

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4:30 \_\_\_\_\_

Evening: \_\_\_\_\_

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